

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <div>Ouagadougou</div>		2. Agency <div>State</div>		3a. Position Number <div>PSA - 100487</div>	
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <div><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</div>					
4. Reason For Submission <div><input type="checkbox"/> a. Redescription of duties: This position replaces                     (Position Number) _____ , (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input checked="" type="checkbox"/> c. Other (explain) Review/update - New incumbent</div>					
5. Classification Action		Position Title and Series Code		Grade	Initials     Date (mm-dd-yyyy)
a. Post Classification Authority		Shipment Assistant, FSN-905		07	B/W     03-17-2010
b. Other					
c. Proposed by Initiating Office					
6. Post Title Position (If different from official title)			7. Name of Employee		
8. Office/Section <div>Management Office</div>			a. First Subdivision <div>General Services Office</div>		
b. Second Subdivision <div>Shipping Section</div>			c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.			10. This is a complete and accurate description of the duties and responsibilities of this position.		
Typed Name and Signature of Employee     Date (mm-dd-yyyy)			Typed Name and Signature of Supervisor     Date (mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div>GSO/Dan McManus     3/15/10</div>			12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div>A/MGT OFF Barnaby Walsh     03-17-2010</div>		
Typed Name and Signature of Section Chief or Agency Head     Date (mm-dd-yyyy)			Typed Name and Signature of Admin or Human Resources     Date (mm-dd-yyyy)		
13. Basic Function Of Position This position is located in the Shipping Section. Incumbent assists the Senior Shipment Assistant in all phases of Customs clearance of official supplies and equipment, incoming and outgoing shipments of household effects, unaccompanied baggage, and official and privately owned vehicles. Directly supervised by the Senior Shipment Assistant, FSN-905-08. Overall supervision is provided by the General Services Officer.					
14. Major Duties and Responsibilities 1.Assists the Senior Shipping Agent in all phases of Customs clearance of official supplies and equipment, incoming and outgoing shipments of household effects (HHE), unaccompanied air baggage (UAB), official and privately owned vehicles and consumable. -Prepares critical shipping documents to clear from Customs any incoming or outbound shipments: a)visa de services pharmaceutiques b)exoneration demands c)autorisation speciale d'importations for furniture and computers <div style="text-align: right;">100 % of Time</div>					
(See Addendum 1) <div>(Continue on blank sheet)</div>					

**Addendum 1**

d)autorisation exceptionnelle d'importation (AEI) for virtually everything that comes in  
e)government Bill of Lading GBL's

-Contacts Government officials at the Ministry of Foreign Affairs, customs headquarters and any other GOB offices, to secure necessary signatures and approvals to speed up Customs clearance process, thereby minimizing storage charges and fines. Ensures timely conclusion of all customs related documentation.  
50%

2.Maintains shipping files including:

a)Personal files for incoming HHE, consumables and outbound shipment  
b)Privately owned vehicles  
c)General supplies and equipment for the mission  
d)Prepares cables on all incoming and outbound shipments. Drafts cable to USDA and others to trace and locate late or pending shipments.  
15%

3.Assists the unit in obtaining processed registration and valid documents for both official and privately owned vehicles.

-Maintains a special log on all official and privately owned vehicles which contains third party insurance cards, attestation d'Importation Temporaire, and roadworthiness certificates. Assures their periodic and timely renewal to avoid fines being inflicted either on the Mission or individual owners.  
15%

4.Develops and maintains professional contacts with officials of various ministries, shipping and transfer companies, Burkinabe customs, and other Government officials to facilitate the resolution of problems relating to importation and exportation. Reviews carrier and local transfer companies bills for accuracy. Refers problems to section Chief or General Services Specialist for resolution.  
10%

5.Responsible for a bi-weekly spot check of the airport warehouse, railway station and other transfer companies facilities for any unannounced shipments.  
5%

6.Performs other assigned duties to meet office needs and priorities. Assist the security section in all phases of motor vehicles accident investigation and reporting(Police)and coordinating with vehicle insurance company for police report.  
5%

**NOTE:**

At all times, and in all areas of responsibility, the employee will ensure that all job activities and duties are performed in a responsible manner to avoid the creation of safety or health hazards. Ensures that all personnel conform to established safety and health policy and procedures. Properly utilizes appropriate personal protective equipment as required by the job activity. Should accidents, illnesses, or injuries occur, ensure that the POSHO (General Services Officer) and other appropriate officials are informed.



15. Qualifications Required For Effective Performance

- a. Education  
Completion of secondary school is required.
- b. Prior Work Experience  
Three to five years of progressively responsible experience in shipment and transportation or a closely related field.
- c. Post Entry Training  
Burkinabe Customs laws and practices, standard practices of local shipping companies, FAM regulations.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
Level III (good working knowledge) speaking, reading, writing, understanding English required. Level III (good working knowledge) speaking, reading, writing, understanding French required.
- e. Job Knowledge  
A good working knowledge of the Department of State regulations governing the preparation of paperwork for the shipment of property (private and USG) and of host country customs clearance regulations.
- f. Skills and Abilities  
Level I typing. Computer skills: Microsoft Word, Excel, Outlook, Internet explorer. Patience, persistence and tact in dealing with customs officials. Must possess a valid driver's license.

16. Position Element

- a. Supervision Received  
Receives assignments and priorities from the Senior Shipment Assistant and occasionally from the General Services Officer.
- b. Supervision Exercised  
None.
- c. Available Guidelines  
Burkinabe customs laws and practices, standard practices of local shipping companies.
- d. Exercise of Judgment  
Limited, but the incumbent must be able to quickly evaluate resistance offered by customs officials whom he/she deals with, formulate ways to resolve problems with the least delays and recognize when to ask for intervention of Senior Assistant or General Services Officer.
- e. Authority to Make Commitments  
Prepares GLB's, declarations of value and request for tax exoneration and other customs documentation for review by Section Chief.
- f. Nature, Level, and Purpose of Contacts  
Continuous contact with all levels of Customs and local officials and other US transfer companies.
- g. Time Expected to Reach Full Performance Level  
One year.